



**Australian  
National  
University**

# Position Description

<b>College:</b>	ANU College of Asia and the Pacific
<b>School:</b>	College Administration
<b>Department:</b>	Research Services
<b>Position Title:</b>	<b>Research Services Coordinator</b>
<b>Classification:</b>	ANU Officer Grade 6/7 (Administration)
<b>Position No:</b>	31369 / 32934
<b>Responsible to:</b>	Deputy Manager, Research Services
<b>Number of positions that report to this role:</b>	TBA
<b>Delegation(s) Assigned:</b>	Nil

## PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Research Services Coordinator provides high level, comprehensive support in a diverse range of research management operations, including the monitoring of research projects and compliance activities within their unit. The Research Services Coordinator liaises with academic staff and provides robust advice and assistance on a wide range of research management policies, procedures, guidelines and initiatives, supporting the achievement of the University's strategic goals for research.

## KEY ACCOUNTABILITY AREAS:

### Position Dimension & Relationships:

The Research Services Coordinator works closely with the other members of the Research Services team and collaboratively with staff across campus in the implementation of research management initiatives, providing supervision, mentoring and support to junior staff when required. The Research Services Coordinator plays a key role in engaging with academic staff in research grant, contract and consultancy applications, providing comprehensive support to academic staff on a wide range of research matters pre- and post-award. The Research Services Coordinator is responsible for the provision of timely advice on complex aspects associated with research management, including grant rules, contracts legislations and government guidelines, ensuring the accuracy and integrity of research-related data and adherence to strict deadlines.

### Role Statement:

Under broad direction, the Research Services Coordinator will:

- Coordinate operational activities and provide high level and complex advice and services on a wide range of research matters, including operational planning, research governance, risk management, pre and post award management and research ethics, ensuring compliance with University policies and procedures, current legislation and/ or funding guidelines.
- Establish and maintain effective liaison with academic staff, delivering high quality client services and fostering collaboration on all research management issues.
- Assist with the management of mandated schedules and deadlines, liaising with internal and external stakeholders. Support the compilation and distribution of reports, ensuring that data is analysed by undertaking thorough investigative actions, producing accurate information presented with insightful and contextual recommendations and/or solutions.

- Coordinate research management data collection and submission, as per Government and University requirements. This includes processing research management data, monitoring its integrity and accuracy and resolving data integrity issues.
- Establish and maintain effective relationships with individual applicants, relevant sections of the Colleges, the University and external organisations including Commonwealth and State funding agencies and private non-profit organisations.
- Contribute to new initiatives and provide input to develop and improve the University's research practices and processes, with a commitment to continuous improvement and best practice in research management and research service delivery. This includes the provision of training to relevant stakeholders.
- Provide assistance in the coordination of various projects, ensuring timely and high-quality delivery, and in the mentoring and development of team members.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

## SELECTION CRITERIA:

1. Relevant degree with demonstrated experience in research management support in a complex organisation or an equivalent combination of relevant experience and qualifications/ training. Demonstrated experience in effective contract administration and project coordination will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary research management practices with the ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance.
3. Demonstrated high level literacy, written and verbal communication skills with proven experience drafting complex contracts and/or reports.
4. Demonstrated liaison skills with the ability to consult effectively with stakeholders in a culturally diverse environment.
5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.
6. Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.*

**The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.**

## References:

[Professional Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Asia & the Pacific	<b>Dept/School/Section</b>	CAP Administration
<b>Position Title</b>	Research Services Coordinatir	<b>Classification</b>	ANUO67 Admin
<b>Position No.</b>		<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					